

July 13, 2015

To Whom It May Concern:

The City of Cleveland, through its Director of Human Resources will be considering submissions from vendors qualified to serve as an administrator for its Pre-Employment Background Screening.

Interested vendors must be thoroughly knowledgeable in administration of Background Screenings as well as be compliant with the Fair Credit Reporting Act (FCRA) and will be required to provide setup, administration, client service, and management for this program.

If your firm is interested, please submit to the City no later than 12:00 noon, Eastern Time, on Thursday, August 13, 2015, an original and (5) complete duplicates of your proposal in hard copy and an electronic copy via e-mail to drapposelli@city.cleveland.oh.us. Submit the proposals in separate sealed envelopes, marked appropriately on the outside and, if possible, enclosed in one package.

No proposals will be accepted after that date and time unless the City extends the deadline by a written addendum.

Sealed proposals may be mailed or delivered to the address below and must be identified on the outside of the envelope(s) as: **“Response to RFP to Provide Pre-Employment Background Screening for The City of Cleveland”**

**Attention:
Dominic Rapposelli,
City of Cleveland
601 Lakeside Avenue
Room 121
Cleveland, Ohio 44114**

If proposals are hand-delivered, proposals should be addressed as above and taken to **Dominic Rapposelli, Cleveland City Hall, 601 Lakeside Avenue, Room 121, Cleveland, Ohio 44114**. Faxed or E-Mailed submissions will not be entertained.

The City reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the City's best interests. The Director may, at his/her sole discretion, modify or amend any provision of this notice or the RFP.

Deadline for questions or written requests for clarification is by 5:00 P.M. EST on Friday, July 24, 2015 and must be submitted in writing to:

Dominic Rapposelli, Labor Relations Officer
City of Cleveland
601 Lakeside Avenue
Room 121
Cleveland, Ohio 44114
drapposelli@city.cleveland.oh.us

The selected provider will be notified as soon as practical after analysis of all proposals required in compliance with this request. The City reserves the right to review details of services with potential vendors to ensure system compatibility prior to contract award.

The City may conduct Finalist meetings the week of August 24, 2015.

It is anticipated that the contract will be awarded no later than September 21, 2015, with the intent of a November 1, 2015 “Go Live” date.

It is our hope that this RFP will be self –explanatory, however if you need additional information, please call or email me at (216) 664-2498 or drapposelli@city.cleveland.oh.us

Sincerely,

Dominic Rapposelli
Labor Relations Officer
Department of Human Resources

City of Cleveland Pre-Employment Background Screening RFP

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Illustration of Key Dates

The City anticipates it will - but neither promises nor is obligated to - process proposals received according to the following schedule:

Milestone	Date	Time
Release Request for Proposal (RFP)	July 13, 2015	12:00 P.M.
Deadline to Submit Questions RE: RFP	July 24, 2015	5:00 P.M.
Deadline to Submit Proposals	August 13, 2015	12:00 P.M.
Finalist Meeting(s) (if applicable)	Week of August 24, 2015	Arranged upon selection
Contract Start Date	November 1, 2015 “Go Live”	N/A

Scope of Services

The City of Cleveland is seeking proposals for firms capable of handling the City’s Pre-Employment Background Screening examinations.

The selected vendor administering the account will administer the program in accordance with the specifications sought by the Department of Human Resources.

The selected vendor will provide setup, administration, client services, and management of the program. Administration fees for the services rendered should be provided in a separate, sealed envelope with a breakdown by service as well as by any other cost models the vendor sees fit, be it by industry standard or by proprietary cost modeling.

The City will require the selected vendor to provide total cost, with a breakdown by service. The estimate should include, but not be limited to:

- Software licensing costs (if any)
- Hardware required and costs (if any)
- Transaction charges, per package, per transaction
- Implementation services and costs (if any)
- Maintenance costs (if any)
- Required training
- Number of available users permitted, along with cost for additional user licenses
- BCI&I/FBI fingerprinting costs
- Drivers’ License checks for current employees

The City of Cleveland has sole and final authority to control and manage the operation of this program. As the vendor will and shall remain an independent contractor with respect to the services being performed.

The City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the City.

Background and History

The City of Cleveland employs approximately 8,000 employees at its seasonal peak; and desires a system that will accommodate 10,000 employees. The Department of Human Resources is a service department designed to provide quality, uniform and cost effective services in the areas of Human Resource Administration, Training and Development, Employee Benefits & Wellness, Equal Employment Opportunity and Affirmative Action as well as Labor and Employee Relations. The City of Cleveland (the City) is seeking proposals for their FSA program. The purpose of this Request for Proposal is to gather information from your organization relative to the City's required scope of service and key selection criteria. Organizations selected as finalists may be expected to address more detailed issues regarding financial and other specifics of their organization and operations. These same finalists may be expected to participate in interviews with the City.

The City's objective is to: 1) utilize a Pre-Employment Background Screening program equal to or better than the current offering; 2) offer employment with confidence that we are receiving the best and most information possible.

Project Schedule and Deliverables

The City has established the following list that the vendor will be required to provide as deliverables. The City reserves the right to modify the list of deliverables at any time before execution of a contract to add, delete, or otherwise amend any report or other deliverable, as it deems necessary, in its sole judgment, and in the best interest of the City.

- a. The City reserves the right to add related services as needed.
- b. Unless otherwise expressly provided, the term of the Agreement shall begin upon its date of execution and, unless extended by City or unless sooner canceled or terminated under the provisions of the Agreement, shall expire when all required deliverables have been submitted to and approved by the Director and all other Services have been satisfactorily performed and accepted by the Director ("Term").

Proposal Requirements

I. Submission of Proposal

Each vendor shall submit its proposal(s) in the number, form, and manner, and by the date and time and at the location required in the section, **Introduction and Background** above.

- a. Each Proposer shall provide all information requested in this Request for Proposal. The proposer must organize its proposal package to address each of the elements in this RFP. The proposer should carefully read all instructions and requirements and furnish all information requested. If a Proposal does not comply with all terms, conditions, and requirements for submittal, the City may consider it unacceptable and may reject it without further consideration.
- b. The City wishes to promote the greatest feasible use of recycled and environmentally sustainable products and to minimize waste in its operations. To that end, all proposals should comply with the following guidelines: Unless absolutely necessary, copies should minimize or eliminate use of non-recyclable or non-re-usable materials. Materials should be in a format permitting easy removal and recycling of paper. A proposer should, to the extent possible, use products consisting of or containing recycled content in its proposal including, but not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Do not submit any or a greater number of samples, attachments or documents not specifically requested.
- c. If you find discrepancies or omissions in this RFP or if the intended meaning of any part of this RFP is unclear or in doubt, send a written request for clarification or interpretation to Dominic Rapposelli at 601 Lakeside Ave., #121, Cleveland, Ohio 44114 by July 24, 2015. Requests for clarification or interpretation may be submitted via e-mail to drapposelli@city.cleveland.oh.us.

II. The City's Rights and Requirements

- a. The Director, at her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.
- b. The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interest.

III. Proposal as a Public Record

Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal may be considered a public record which, if properly requested, the City must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page - but only that page - of its proposal that contains that information. The City will notify the proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the

proposal. Blanket marking of the entire proposal as “proprietary” or “trade secret” will not protect an entire proposal and is not acceptable.

IV. **Cleveland Area Business Code**

Requirements. During performance of this Agreement, Contractor shall comply with all applicable requirements of the *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances of Cleveland, Ohio, 1976 (“C.O.”), and any *Regulations* promulgated under the *Code*, which *Code* and *Regulations* are incorporated into and made part of this RFP by this reference as fully as if rewritten in it or attached. Specifically, compliance under any resulting agreement shall include, but not be limited to, the Contractor’s:

- a. Compliance with its proposal representations regarding CSB, MBE, and/or FBE participation in performance of the Agreement;
- b. Compliance and cooperation with Project Monitors, whether from the Mayor’s Office of Equal Opportunity (the “OEO”) or the contracting department;
- c. Accurate, complete, and on-time submission of all reports, forms, and documents including, but not limited to, employment reports, certified payrolls, monitoring forms, and other information the Director of the OEO may require, whether in printed or electronic form, to ascertain and verify Contractor’s compliance; and
- d. Attendance at and participation in all required project meetings, including OEO compliance meetings, and progress meetings called by the contracting department director(s) at key intervals during performance of the contract services (e.g. 25% completion, 50% completion, 75% completion).

Failure to Comply. When determining the contractor’s future eligibility for a City contract, the City shall consider a contractor’s failure to comply with the representations of its proposal and the requirements under the *Code* as a failure to faithfully perform a contract.

- a. Under the *Cleveland Area Business Code*, the City of Cleveland is firmly committed to assisting Minority Business Enterprises (MBEs), Female Business Enterprises (FBEs), and Cleveland- area small businesses (CSBs) by providing and enhancing economic opportunities to participate in City contracts. The successful proposer for a contract will be a firm that shares that commitment. Accordingly, a proposer is strongly encouraged to utilize the services of qualified MBE/FBE/CSB sub-consultants that are certified by the Mayor’s Office of Equal Opportunity (the “OEO”) in its proposal.
- b. The standard subcontracting goal for professional services contracts is 10% Cleveland Area Small Business (“CSB”) subcontractor participation. Please review the attached Office of Equal Opportunity documents to ascertain the goal for the proposed contract. Proposers are required to make a good-faith effort to subcontract portions of the work to certified Minority Business Enterprise (“MBE”), Female Business Enterprise (“FBE”), and CSB firms, consistent with the subcontracting goal(s) applicable to this RFP.
- c. To document its good-faith effort to utilize certified MBE, FBE and CSB sub-consultants, each proposer must complete Schedules 1 through 4 found in the

Cleveland Area Business Code - Notice to Bidders and Schedules. These schedules identify the Proposer's proposed use of MBE, FBE and CSB sub-consultants on the project, which evidences the proposer's good-faith effort to obtain the participation of certified sub-consultants. The Proposer shall submit the completed forms with its proposal and they will be forwarded to the City's Office of Equal Opportunity for evaluation. Failure to submit complete schedules may result in the rejection of a proposal

Proposers may obtain a listing of firms certified by the OEO as CSBs, MBEs and FBEs by checking the City's website at <http://www.city.cleveland.oh.us>. On the home page, select "Office of Equal Opportunity" from the drop-down menu of City departments. On the Office of Equal Opportunity page, you will find a selection in the left-hand column for "CSB/MBE/FBE Registry".

Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub-consultants. The City assumes no responsibility for matching prime consultants with qualified, certified MBE, FBE, and/or CSB sub-consultants.

The City's Office of Equal Opportunity will monitor participation of MBE, FBE, and/or CSB sub-consultants throughout the duration of the engagement or project. The successful proposer, as contractor, will be responsible for providing the OEO with all information necessary to facilitate this monitoring.

The *Cleveland Area Business Code*, any *Regulations* promulgated under the *Code*, and the OEO *Notice to Bidders & Schedules* are, by this reference, incorporated in and made part of this solicitation and any resulting contract as fully as if written in it or attached.

- a. The successful proposer, as contractor, will be required to comply with all terms, conditions, and requirements imposed on a "contractor" in the following *Equal Opportunity Clause*, Section 187.22(b) of the Cleveland Codified Ordinances, and shall make the Clause part of every subcontract or agreement entered into for services or goods and binding on all persons and firms with which the proposer may deal, as follows: No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors setting forth the provisions of this nondiscrimination clause.
- b. Within 60 calendar days after entering into a contract, the successful Proposer, as Contractor, shall file a written affirmative action program with the OEO

containing standards and procedures and representations assuring that the Contractor affords all qualified employees and applicants for employment equal opportunities in the Contractor's recruitment, selection, and advancement processes.

V. Term of Proposal's Effectiveness

By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the City until the earlier of the execution of a final contract or 180 calendar days after the proposal submission deadline

VI. Execution of a Contract

The Successful Proposer shall, within ten (10) business days after receipt of a contract prepared by the City Director of Law, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the City together with evidence of proper insurance and intent to conform to all requirements of the contract. Attached hereto or which are a part hereof and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

VII. "Short-listing"

The City reserves the right to select a limited number (a "short list") of Proposers to make an oral presentation of their qualifications, proposed services, and capabilities. The City will notify the Proposers selected for oral presentations in writing.

VIII. Proposer's Familiarity with RFP; Responsibility for Proposal

By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the City has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the City. The City does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the City arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

IX. Interpretation

The City is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The City will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received a RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

Qualification for Proposal

Each Proposer, regardless of the form of its business entity, must meet the following requirements. Failure to meet all requirements may be cause for rejection of a proposal. If Proposer is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each Proposer must:

- I. Provide evidence that it has a minimum of 5 continuous years of experience within the last 5 years of providing and implementing Pre-Employment and Background Screening administration services to the required services and deliverables described in this RFP.
- II. Be authorized to conduct business in the State of Ohio, County of Cuyahoga and the City of Cleveland.
- III. Possess or demonstrate it qualifies for all applicable licenses, certificates, permits, or other authorizations required by any governmental authority, including the City, having jurisdiction over the operations of the Successful Proposer and the proposed services.
- IV. Submit with its proposal at least three (3) written, verifiable, references dated within the last three months from clients for which the Proposer has rendered services substantially similar to those sought by this RFP, and recommending Proposer for selection for such services.

Insurance:

The Successful Proposer, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company(ies) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A. M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.

- I. Professional liability insurance with limits of not less than \$1,000,000.00 for each occurrence and subject to a deductible for each occurrence of not more than \$25,000.00 per occurrence and in the aggregate, and if not written on an occurrence basis, shall be maintained for not less than two (2) years after satisfactory completion and written acceptance of the services under the contract.
- II. Workers' compensation and employer's liability insurance as provided under the laws of the State of Ohio.
- III. Statutory unemployment insurance protection for all of its employees.

- IV. Such other insurance coverage(s) as the City may reasonably require.

Proposal Contents

Each proposal shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each proposal should be organized so as to facilitate its evaluation.

- I. **Cover Letter:** The cover letter shall identify and introduce the Proposer and provide other general information about Proposer's business organization including, at least, in one or more attachments or in the Proposal, Proposer's name, principal address, federal ID number, telephone and facsimile numbers, and e-mail address.

If a corporation, provide the state of incorporation, and the full name, title, and experience of each high level corporate officer. If the Proposer is not an Ohio corporation, please state whether or not the Proposer is qualified to do business in the State of Ohio as a foreign corporation. A foreign corporation must provide evidence, prior to execution of a contract, that is qualified to do business in the State of Ohio or it must register with the Ohio Secretary of State.

If the Proposer is a sole proprietorship, state the name of the proprietor doing business.

If a partnership, state the full name, address and other occupation, if any, of each partner; whether the partner is a general or limited partner, and whether active or passive; state each partner's experience and the proportionate share of the business owned by each partner.

If a joint venture, state the name of each firm participating in the joint venture and each principal officer of each firm; each officer's experience and the proportionate share of the joint venture owned by each joint venture partner.

- II. **Executive Summary:** The Executive Summary should provide a complete and concise summary of Proposer's background, area(s) and level(s) of expertise, relevant experience and ability to meet the requirements of this RFP. The Executive Summary should briefly state why Proposer is the best candidate for the engagement. The Summary should be organized so it can serve as a stand-alone summary apart from the remainder of the proposal.
- III. **Exceptions:** Proposer shall itemize any exceptions it has to the RFP. If it has no exceptions to or deviations from any part of this RFP, it shall so state on an "Exceptions" page. If no deviations or exceptions are identified, Proposer understands that if the City accepts the Proposer's proposal, it must comply with and conform to all of the requirements of the RFP.
- IV. **Qualifications:** In the Qualifications section, each Proposer should state in detail its qualifications, and experience, and how its services and/or products are unique and best suited to meet the requirements and intent of this RFP. Proposer may

include as much information as needed to differentiate its services and product(s) from other Proposers. At a minimum, please include, the following:

V. How Proposer meets or exceeds qualifications:

- a. A description of the nature of the firm's experience in providing the service(s) and/or product(s) sought by this RFP and state the number of persons currently employed for such purpose;
- b. The total number of such engagements and the clients comparable to the City for which the firm has provided like or similar services within the last five (5) years;
- c. The name, location, and date of all Proposer's agreements for like services that have been terminated, canceled, or suspended prior to completion of the engagement or expiration of the full term within the past five (5) years, and any judgment terminating, or any pending lawsuits or unresolved claims or disputes for damages or termination of such agreements within the past five (5) years; and
- d. The names and addresses of at least three (3) references for the firm's professional capabilities. Include the name, e-mail address, and telephone number of a contact person.

VI. Proposed Services:

- I. Proposer shall describe in detail how Proposer's management and operating plan for delivery of the services for the engagement or project will achieve the intent and goal(s) of the RFP. In its response to this sub-section, Proposer shall provide or describe:
 - i. An organizational chart specific for the proposed engagement or project;
 - ii. Resumes of key management personnel
 - iii. An operational plan describing in detail how Proposer will achieve the intent and purpose(s) of the engagement or project;
 - iv. If applicable, a detailed description of the professional services/training to be provided;
 - v. Trouble shooting/follow-up protocols;
 - vi. Project management tools to be used in implementation
 - vii. Service level agreement (SLA), including performance guarantees

VII. Description of Completed Project:

Proposer shall submit a detailed description of the engagement or project, as completed for submission.

VIII. Environmental Sustainability:

Describe how the proposed services/project/solution incorporated environmental sustainability

- IX. **Financial Information:** The Proposer shall include the following financial information:
- a. Balance sheet and income statement for the last two (2) fiscal years, prepared in accordance with generally accepted accounting principles, reflecting the current financial condition of the Proposer. If a publicly held corporation, the Proposer should provide in lieu of the foregoing: consolidated financial statements as submitted to the Securities and Exchange Commission (“SEC”) on Form 10K, the most recent Form 10Q, and any Forms 8K filed with the SEC in the last 12 months. Owners of closely-held corporations must submit a personal financial statement, current to within 6 months of the proposal date;
 - b. Ownership of the Proposer. If the Proposer is a corporation and its outstanding stock is held by fewer than 10 persons, the name and residence address of each shareholder and his/her shares of outstanding stock must be listed.); and
- X. **Proposers Affidavit:** Proposer shall submit with its proposal an affidavit stating that neither it nor its agents, nor any other party acting for it has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract proposed to result from its proposal, and further agreeing that no such money or reward will be paid.
- XI. **Additional Required Documents:** Proposer shall complete, execute, and return with its proposal the following documents, blank copies of which are attached to this RFP:
- a. The Office of Equal Opportunity *Notice to Bidders and Schedules*;
 - b. Federal *Form W-9* including Taxpayer Identification Number;
 - c. *Non-Competitive Bid Contract Statement for Calendar Year 2015*

Proposal Evaluation; Selection Criteria

- I. **Evaluation Methodology.** The City department/division issuing this RFP will evaluate each proposal submitted. The department will present its recommendations to the City Board of Control (“Board”). The Board may, but shall not be obligated to, entertain formal presentations. The Board may approve one or more contracts to one or more firms. The City will only consider proposals that are received on or before the proposal submission deadline, and which meet all the requirements of this RFP. The City reserves the right to request a “best and final offer” from Proposers meeting the minimum requirements.
- II. **Scoring of Proposals.** The City will score each Proposal in each of the following categories:

- a. Experience and Staff
- b. Program Management Plan
- c. Proposed Services
- d. Proposed Fees
- e. Sustainability
- f. Schedule/Timeline

The ratings are not intended or to be interpreted as a reflection of a Proposer's professional abilities. Instead, they reflect the City's best attempt to quantify each Proposer's ability to provide the services sought by the City and to meet the specific requirements of this RFP, for comparison purposes.

- XII. **Disqualification of a Proposer/Proposal:** The City does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The City will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the City. The City reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The City reserves the right to reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the City's best interest, as determined in the City's sole discretion.

Although the City prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desires the City to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The City may reject one or more proposals if it has reason to believe that proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion. In addition, the City will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the City or has failed to perform faithfully any previous agreement with the City, or is currently in default under any agreement with the City.

The City reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the City reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The City reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract and to later enter into a contract that varies from the provisions of this RFP, if agreed to by another Proposer.

Questionnaire

1. What is the full name of your organization and the name, address and telephone number for the person responsible for this proposal?
2. Please provide an organization overview including, but not limited to:
 - a. Length of time administering pre-employment background screening for clients
 - b. Number of accounts
 1. Less than 1,000 Lives
 2. 1,000-5,000 Lives
 3. 5,000 -10,000Lives
 4. 10,000+
 - c. Company location
 - d. Customer service location which will be responsible for the City's program.
 - e. Outline of organization ownership.
 - f. Audited company financials or representation.
 - g. Does pre-employment background screening administration represent a core business unit or strategy or ancillary administrative product line? Please explain.
 - h. Will your organization accept fiduciary responsibility of the plan? If not please explain.
3. Confirm your ability to administer the plan within the scope of the City's needs as well as your ability to adhere to any Service Level Agreement you provided in the Proposed Services section of this Request for Proposal.
4. Please outline the service (team) setup for the City of Cleveland program. Dedicated or non-dedicated team approach? Please outline all aspects of customer service via phone, mail, electronic submission, etc.
5. Are there any administrative features that you will need to administer or track manually? If yes, please explain.
6. Confirm that you can provide quarterly reporting that will detail the inquiries made by the City into your system as well as provide a length of time between requests submitted to a result received.
7. How often does your organization monitor federal mandates that may affect your operations and service plan? Does your organization have a process in place to continually ensure your compliance with the Fair Credit Reporting Act (FCRA)?
8. Upload copies of the standard reports included in the basic administrative fees. Specify the manner in which these reports are provided (i.e., electronically, Web, paper, etc.). Please provide samples of other reports available to employer and identify their cost.
9. What types of communication tools are available? Provide copies of any standard communication tools for pre-employment background screening intake/results that are included in the basic administrative fees, including:

- a. Standard request forms
 - b. Internet interface capabilities
10. What types of notifications are sent to the City when an applicant's background check comes back clear? What about when it comes back with records?
 11. What type of service or administrative guarantees will you make regarding screening turnaround time, customer service response, reporting, etc?
 12. Upon a request for a BCI&I/FBI fingerprint check, where would candidates/employees have to go to get them performed?
 13. Does your organization have pass-through costs for background screening based off of local/municipal premium costs? Can you guarantee a unit price to the City that will not rise due to local/municipal premium costs?
 14. How many licenses are allowed for in your proposal? Are there costs associated with the issuance of additional licensees for additional users?
 15. Does your business model include retaining independent contractors to carry out searches in designated locations where they work? If so, are you prepared to submit the information required in

GENERAL INFORMATION

Name of Account:	City of Cleveland, Ohio 601 Lakeside Avenue Cleveland, OH 44114
Size of Account:	Approximately 8,000 eligible employees.
Coverage's Desired:	Pre-Employment and Background Screening
Current Carrier:	Sterling InfoSystems
Eligibility:	First of the month following date of hire & annually via open enrollment.
Effective Date:	November 1, 2015